



Budgeting Part I

Indiana Township Association

Courtney Schaafsma
Budget Division Director
September 24, 2013



Agenda

- 2014 Timeline
- Budget Forms
- DLGF Website



2014 Timeline

- May 1, 2013
 - Recommended date for ratio study submission to the Department's Assessment Division
 - As of September 22, 2013, 89 ratio studies have been approved out of 90 submitted



2014 Timeline

- June 28, 2013
 - Settlement date for the May tax collections
 - First six months' fund balances and operating results available
- July 1, 2013
 - Deadline for roll and balance of gross assessed values from county assessor to county auditor



2014 Timeline

- July through August
 - Department-conducted budget workshops held in each county
 - Field reps available to meet with each taxing unit in the county to assist in preparing the 2014 budget



2014 Timeline

- August 1, 2013
 - Deadline to submit 2013 Pay 2014 net assessed values (NAV) to the Department through Gateway
 - As of September 22, 2013, 63 counties have submitted NAVs



2014 Timeline

- September 3, 2013
 - Deadline for taxing units to submit necessary information to county council or city/town fiscal body for non-binding recommendation or binding adoption
 - Submission to be done through Gateway this year
 - It is the taxing unit's responsibility to submit this information by the deadline



2014 Timeline

- September 13, 2013
 - Last day for first publication of proposed 2014 budget, levy and notice to taxpayers of public hearing (Budget Form 3)
 - At least 10 days before public hearing.
 - For units subject to binding adoption, the appropriate fiscal body is responsible for the proper publication of the notice



2014 Timeline

- September 20, 2013
 - Last day for second publication of proposed 2014 budget, levy and notice to taxpayers of public hearing (Budget Form 3)
 - At least 3 days before public hearing and at least 7 days after first publication



2014 Timeline

- October 1, 2013
 - Last day for county fiscal body to complete non-binding recommendations to taxing units on proposed 2014 budgets, levies, and tax rates



2014 Timeline

- October 22, 2013
 - Last possible day for taxing units to hold a public hearing on the 2014 budget.
 - Must be held at least 10 days before the budget adoption



2014 Timeline

- November 1, 2013
 - Last possible day for budget adoption
- Submission of budget forms through Gateway must occur within 2 days after budget adoption



2014 Timeline

- February 15, 2014
 - Deadline for the Department to certify county budget orders



Budget Forms

- Budget Form 1 – Budget Estimate
 - Form 1 is divided into six categories:
 - Personal services
 - Supplies
 - Other services and charges
 - Capital outlays
 - Township assistance (Townships only)
 - Debt service
 - Details appropriations by fund and classification



Budget Forms

- Budget Form 2 – Estimate of Miscellaneous Revenue
 - Accounts for revenue other than property taxes
 - Each fund is listed individually on Form 2
 - Column A is for revenue to be received 7/1 to 12/31 of the current year
 - Column B is for revenue to be received 1/1 to 12/31 of the ensuing budget year



Budget Forms

- Budget Form 3 – Notice to Taxpayers
 - Lists date, time, and location of public hearing and adoption meeting
 - Public hearing **MUST** be held on the date advertised
 - Must list fund name, budget estimate, fund levy, excessive levy appeal, and current fund levy
 - Forms a ceiling to what the Department can approve for budgets and levies



Budget Forms

- Budget Form 3 – Notice to Taxpayers
 - First Publication – September 13
 - At least 10 days before public hearing
 - Second Publication – September 20
 - At least 3 days before public hearing
 - At least 7 days after first publication
 - Public Hearing – October 22
 - Adoption Meeting – November 1



Budget Forms

- Budget Form 4 – Adoption Ordinance or Resolution
 - Council signs approving appropriations listed on Line 1 and tax levies and tax rates calculated on Lines 16 and 17 from the Form 4B
 - Appropriations, tax levies, and tax rates for all funds must be listed
 - Ensure proper signatures and recording of votes



Gateway – Form 4

Be it ordained / resolved by the Common Council Of The City Of Portland that for the expenses of Portland Civil City for the year ending December 31, 2014 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Portland Civil City, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the Common Council And Mayor.

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption
<u>Common Council of the City of Portland</u>	<u>Common Council and Mayor</u>	<u>10/01/2013</u>

Enter Information into Paragraph Above

DLGF-Reviewed Funds

Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
0061	RAINY DAY	\$100,000	\$0	0.0000
0101	GENERAL	\$3,239,398	\$1,655,630	0.9296
0706	LOCAL ROAD & STREET	\$34,647	\$0	0.0000
0708	MOTOR VEHICLE HIGHWAY	\$1,037,528	\$700,018	0.3930
1301	PARK & RECREATION	\$267,910	\$194,081	0.1090
1001	CIVIC CENTER	\$18,250	\$0	0.0000
0181	DEBT PAYMENT	\$106,828	\$76,195	0.0428

Edit	Delete	Name		Signature
		Steve McQueen	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	_____
		Judy Garland	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	_____
	ADD	<input type="text" value="Rod Serling"/>		

ATTEST

Name	Title	Signature
<input type="text"/>	<input type="text"/>	_____



Gateway – Form 4

0101	GENERAL	\$3,239,398	\$1,655,630	0.9296
0706	LOCAL ROAD & STREET	\$34,647	\$0	0.0000
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		Judy Garland	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
		Rod Serling	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Abstain <input type="checkbox"/>	_____
+ ADD <input type="text"/>						

ATTEST		
Name	Title	Signature
<input type="text" value="Redd Foxx"/>	<input type="text" value="Clerk-Treasurer"/>	_____

MAYOR ACTION (For City use only)			
Name		Signature	Date
<input type="text" value="Roger Moore"/>	Approve <input type="checkbox"/> Veto <input type="checkbox"/>	_____	<input type="text" value="10/1/2013"/>

Save

<input checked="" type="checkbox"/> Ready to Submit	
This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.	



Budget Forms

- Budget Form 4A – Summary of Form 1
 - Figures from the Form 1
 - Lists appropriations by fund
 - If fund is departmentalized, lists appropriations by department within the fund



Budget Forms

- Budget Form 4B – Financial Statement
 - Also known as the “16 Line Statement” or the “Fund Report”
 - To be completed for each fund appropriated or fund with a tax rate and levy
 - Key information:
 - Budget estimate
 - Financial statement
 - Proposed tax rate



DLGF Website

- www.in.gov/dlgf

DLGF: Home - Windows Internet Explorer

http://www.in.gov/dlgf/

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Department of Local Government Finance

Gateway
for government units

An Open Door into Local Government Finance

get started

DLGF Overview

The Department of Local Government Finance is responsible for ensuring property tax assessment and local government budgeting are carried out in accordance with Indiana law. The Department is charged with publishing property tax assessment rules and annually reviewing and approving the tax rates and levies of every political subdivision in the state, including all counties, cities, towns, townships, school corporations, libraries, and other entities with tax levy authority. [Learn more](#)

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- County Tax Bill Calculator
- Search Assessed Value Database
- Search Sales Disclosure Database
- Search Past Tax Bill Database
- Sales Disclosure Application
- Forms.IN.gov

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Top FAQs

I Want To...

- How much property tax do I owe?
- Where can I find out how much homes have sold for in my area?
- How are property taxes determined and calculated?
- Where can I locate a form?
- My taxes are too high, what can I do? Why did



DLGF Website

- Memos & Presentations

DLGF: Memos & Presentations - Windows Internet Explorer

http://www.in.gov/dlgf/2444.htm

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Memos & Presentations

If you would like to receive the latest news and notices, please [click here](#).

Archive: [Current](#) | [2013](#) | [2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#) | [2007-2006](#)

To search for a particular topic key word, press CTRL+F on your keyboard.

2013 Memorandum

- [Third and Fourth Quarter 2013 Continuing Education Courses](#) [Assessment] - September 10, 2013
- [Reassessment Fund Guidance](#) [Assessment/Budget] - September 6, 2013
- [LOIT Levy Freeze Certifications](#) [Budget] - August 30, 2013
- [2014 Local Option Income Tax Distribution reports](#) [Budget] - August 30, 2013
- [Township Borrowing for Fire and Emergency Services: Options for Townships](#) [Budget] - August 28, 2013
- AUDITOR OF STATE MEMO: [December 2013 and June 2014 Financial Institutions Tax \(FIT\) Distributions](#) [Budget] - August 27, 2013
- [Upcoming Binding and Non-Binding Deadlines](#) [Budget] - August 22, 2013
- [Gateway Economic Development Reporting](#) [Data] - August 22, 2013
- STATE BUDGET AGENCY MEMO: [County balance reports](#) [Budget] - August 15, 2013

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4. Where can I locate a form?
5. My taxes are too high, what can I do? Why did

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- County Specific Information

DLGF: County Specific Information - Windows Internet Explorer

http://www.in.gov/dlgf/2339.htm

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[DLGF](#) > County Specific Information

County Specific Information

Legislative Services Agency County Property Tax Reports

To see the full listing of available studies, click [HERE](#).

List of counties

Adams	Franklin	Lawrence	Rush
Allen	Fulton	Madison	Scott
Bartholomew	Gibson	Marion	Shelby
Benton	Grant	Marshall	Spencer
Blackford	Greene	Martin	St. Joseph
Boone	Hamilton	Miami	Starke
Brown	Hancock	Monroe	Steuben
Carroll	Harrison	Montgomery	Sullivan
Cass	Hendricks	Morgan	Switzerland
Clark	Henry	Newton	Tippecanoe
Clay	Howard	Noble	Tipton
Clinton	Huntington	Ohio	Union
Crawford	Jackson	Orange	Vanderburgh
Davess	Jasper	Owen	Vermillion

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- County Specific Information

DLGF: Adams - Windows Internet Explorer

http://www.in.gov/dlgf/2528.htm?WT.cg_n=reportslinks&WT.cg_s=adamscounty

DLGF: Adams

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DLGF > County Specific Information > Adams

Adams

Click [HERE](#) to visit the Adams County Web site.

Budget

The budget order is a critical document in calculating tax bills. The order contains the state's certification of the approved budget, the certified net assessed value, the tax rate and the levy for each fund of each taxing unit in a county. The order also gives the total tax rate for each taxing district.

2013 Adams County Budget Order - Issued March 14, 2013

- 2012 Adams County Budget Order** - Issued March 9, 2012
- 2011 Adams County Budget Order**
- 2010 Adams County Budget Order**
- 2009 Adams County Budget Order**
- 2008 Adams County Budget Order**
- 2007 Adams County Budget Order**

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DLGF Website

- County Budget Order

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http://www.in.gov/dlgf/files/Adams_County_2013_Budget_Order.pdf

Field Budget System Test Field Budget System Mantis Web Slice Gallery

http://www.in.gov/dlgf/files/Adams_County_201...

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Year: 2013
County: 01 Adams
Unit: 0001 BLUE CREEK TOWNSHIP
Unit Type: Township

<u>Fund</u>	<u>Certified Budget</u>	<u>Certified AV</u>	<u>Certified Levy</u>	<u>Certified Rate</u>
0061 RAINY DAY	\$3,713	\$54,080,067	\$0	\$0.0000
Budget approved for displayed amount.				
0101 GENERAL	\$21,362	\$54,080,067	\$16,386	\$0.0303
Budget has been decreased because projected revenues are insufficient to fund the adopted budget.				
Rate reduced to remain within statutory levy limitation				

Downloading (837.80 KB of 830.03 KB) - http://www.in.gov/dlgf/files/Adams_County_2013_Budget_Order.pdf

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DLGF Website

- County Budget Order

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2013 TAX RATES
(Per Taxing District)

Year: 2013
County: 01 Adams

<u>Taxing District</u>	<u>2013 District Rate</u>	<u>2013 County Homestead Credit</u>	FOR COMPARISON ONLY <u>2012 District Rate</u>
001 NORTH BLUE CREEK TOWNSHIP	1.4364	0.000000	1.4507
002 SOUTH BLUE CREEK TOWNSHIP	1.7752	0.000000	1.7426
003 NORTH FRENCH TOWNSHIP	1.4385	0.000000	1.4523
004 SOUTH FRENCH TOWNSHIP	1.7773	0.000000	1.7442
005 HARTFORD TOWNSHIP	1.8077	0.000000	1.7759
006 JEFFERSON TOWNSHIP	1.7850	0.000000	1.7521
007 KIRKLAND TOWNSHIP	1.4832	0.000000	1.4973
008 NORTH MONROE TOWNSHIP	1.4474	0.000000	1.4264

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- Income Tax Distributions

http://www.in.gov/dlgf/files/2014_COIT_Report_-_August_2013_Estimates.pdf - Windows Internet Explorer

http://www.in.gov/dlgf/files/2014_COIT_Report_-_August_2013_Estimates.pdf

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STATE OF INDIANA
DEPARTMENT OF LOCAL GOVERNMENT FINANCE
2014 ESTIMATED LOIT DISTRIBUTIONS - COUNTY OPTION INCOME TAX (COIT) (IC 6-3.5-6)
ADAMS COUNTY

State Budget Agency Estimated COIT Amount:		\$3,679,364.00	
Estimated Distributive Shares Amount:		\$3,679,364.00	
Estimated Homestead Credit Amount:		\$0.00	
Unit	Unit Name	Allocation Amount (IC 6-3.5-6-1.1) (formerly Adjusted Abstract Levy)	Estimated 2014 Certified Shares (IC 6-3.5-6-18(e)(1))
0000	ADAMS COUNTY	12,171,830.78	\$2,111,104.20
0001	BLUE CREEK TOWNSHIP	25,997.79	\$4,509.10
0002	FRENCH TOWNSHIP	28,751.96	\$4,986.79
0003	HARTFORD TOWNSHIP	41,559.86	\$7,208.22
0004	JEFFERSON TOWNSHIP	28,241.67	\$4,898.29
0005	KIRKLAND TOWNSHIP	57,969.97	\$10,054.42
0006	MONROE TOWNSHIP	65,912.37	\$11,431.96
0007	PREBLE TOWNSHIP	50,931.01	\$8,833.57
0008	ROOT TOWNSHIP	80,781.86	\$14,010.95

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Reports

- [Property and Assessments](#)
- [Local Budgets](#)
- [Tax Liabilities](#)
- [Status and Timelines](#)
- [Archive](#)

To view live data, please visit the [Indiana Gateway for Government Units website](#).

Assessments

- [Comprehensive Assessed Value Report, 2010-pay-2011 through 2012-pay-2013](#) - September 11, 2013
- [Comprehensive Assessed Value Report, 2009-pay-2010 through 2011-pay-2012](#) - Updated April 30, 2012
- [2012 Exemptions and Deductions Report](#) - April 2012
- [2010 Exemptions and Deductions Report](#) - May 2010
- [2008 Exemptions and Deductions Report](#) - May 2008
- [2006 Exemptions and Deductions Report](#) - May 2006

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Local Budgets

- [Township Assistance Expenditures Per Capita](#) - October 19, 2011
- [Local Government Finance: A Historical Perspective](#) - September 15, 2010

Local Government Debt

- [Local Government Debt Report](#) - September 21, 2012

More Online Services »

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- Why haven't I received my tax bill?

Access Data Upload Application Here



DLGF Website

- Reports and Data
 - Certified Budget, Levy, and Rate
 - Local Government Debt
 - Expenditure Per Capita Report
 - Township Assistance Expenditures Per Capita



DLGF Website

- Reports and Data
- Impact of Property Tax Caps

http://www.in.gov/dlgf/files/01_2013_Circuit_Breaker_Report.pdf - Windows Internet Explorer

http://www.in.gov/dlgf/files/01_2013_Circuit_Breaker_Report.pdf

ADAMS COUNTY

County Wide Totals

1% Homestead Circuit Breaker Credits	2% Circuit Breaker Credits	3% Circuit Breaker Credits	Over 65 Circuit Breaker Credits	County Wide Grand Total
\$ 315,811.14	\$ 805,046.08	\$ 28,666.20	\$ 15,357.38	\$ 1,164,880.80

Unit	Unit Type	Fund	Fund Code	Certified Rate	Abstract Net Assessed Value	Circuit Breaker Credits	Abstract Levy	Exempt
ADAMS COUNTY	County			\$ 0.6088		\$ 240,459.43	\$ 7,974,807.72	
		GENERAL	0101	\$ 0.4620	\$ 1,349,059,813.00	\$ 182,477.43	\$ 6,051,841.58	No
		2015 REASSESSMENT	0124	\$ 0.0083	\$ 1,349,059,813.00	\$ 3,278.27	\$ 108,723.57	No
		CUMULATIVE COURT HOUSE	0590	\$ 0.0038	\$ 1,349,059,813.00	\$ 1,500.90	\$ 49,777.06	No
		CUMULATIVE BRIDGE	0790	\$ 0.0488	\$ 1,349,059,813.00	\$ 19,274.67	\$ 639,242.14	No
		HEALTH	0801	\$ 0.0128	\$ 1,349,059,813.00	\$ 5,055.65	\$ 167,670.07	No
		CUMULATIVE JAIL	1192	\$ 0.0300	\$ 1,349,059,813.00	\$ 11,849.18	\$ 392,976.73	No
		PARK & RECREATION	1301	\$ 0.0108	\$ 1,349,059,813.00	\$ 4,265.71	\$ 141,471.61	No



DLGF Website

- Gateway

DLGF: Budgets - Windows Internet Explorer

http://www.in.gov/dlgf/9105.htm

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DLGF > Gateway > Budgets

Gateway Budgets

The Gateway Budgets application is used by over 2400 local units of governments to complete and submit itemized budgets, estimates of miscellaneous revenue, current year financial information, and proposed tax rates and levies to the Department for review and certification.

Local officials can log in to this application by clicking here:
<https://gateway.ifonline.org/login.aspx>

Announcements

2014 Gateway Budgets Application Launched

On May 1, the Department launched the 2014 version of the Gateway Budgets application. Local officials may begin to use Gateway to complete line-item budget estimates for their units of government. Local officials should find that navigating the 2014 version of the Gateway Budgets application is very similar to navigating the 2013 version. However, a number of improvements have been made to make using Gateway easier and less time-consuming.

Changes currently available include:

- Implementation of a new, standard expenditure code list shared by the Department and the State Board of Accounts.

Online Services

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DLGF: Budgets

Status Maps

Upcoming Budget Meetings

2013 User Guides

- [Completing the County Council Review Worksheet](#)
- [Adding Deleting and Connecting Funds and Departments](#)
- [Completing the Current Year Financial Worksheet](#)
- [Connecting Funds and Debts and Completing the Debt Worksheet](#)
- [Completing the Form 1](#)
- [Connecting Funds and Revenues and Completing the Form 2](#)
- [Completing and Printing the Form 3](#)
- [Completing and Printing the Form 4](#)
- [Completing the Form 4A](#)
- [Completing the Form 4B](#)
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- [Printing Budget Forms](#)
- [Uploading Proof of Publication and Signed Form 4](#)
- [Uploading LOIT Ordinance to Gateway](#)
- [Uploading Optional Flat Files](#)

Other Training Materials

- [Gateway Budgets Video Tutorials](#)
- [How to Use the Gateway Budgets Application in 2013](#)
- [Budget Training](#)
- [Receipt Code Crosswalk](#)
- [List of Gateway Help Centers](#)
- [Gateway LOIT Ordinance Upload Guide](#)
- [Schools' Guide to the Gateway Budget Forms](#)

Memos

- [Submitting Form 3 and Uploading Proof of Publication in Gateway](#) - August 29, 2012
- [Gateway and the Non-Binding Review / Binding Adoption Processes](#) - August 24, 2012
- [Addition of Missing Receipt Codes in Gateway](#) - July 27, 2012
- [Guidance on Reporting Debts with Federal Tax Credits in Gateway](#) - June 29, 2012
- [Policies and Procedures for Receiving a State General Fund Loan Pursuant to I.C. 6-1.1-10](#)

Get an inside look into State Government Transparency.IN.gov

Gateway Budget Data for Local Governments

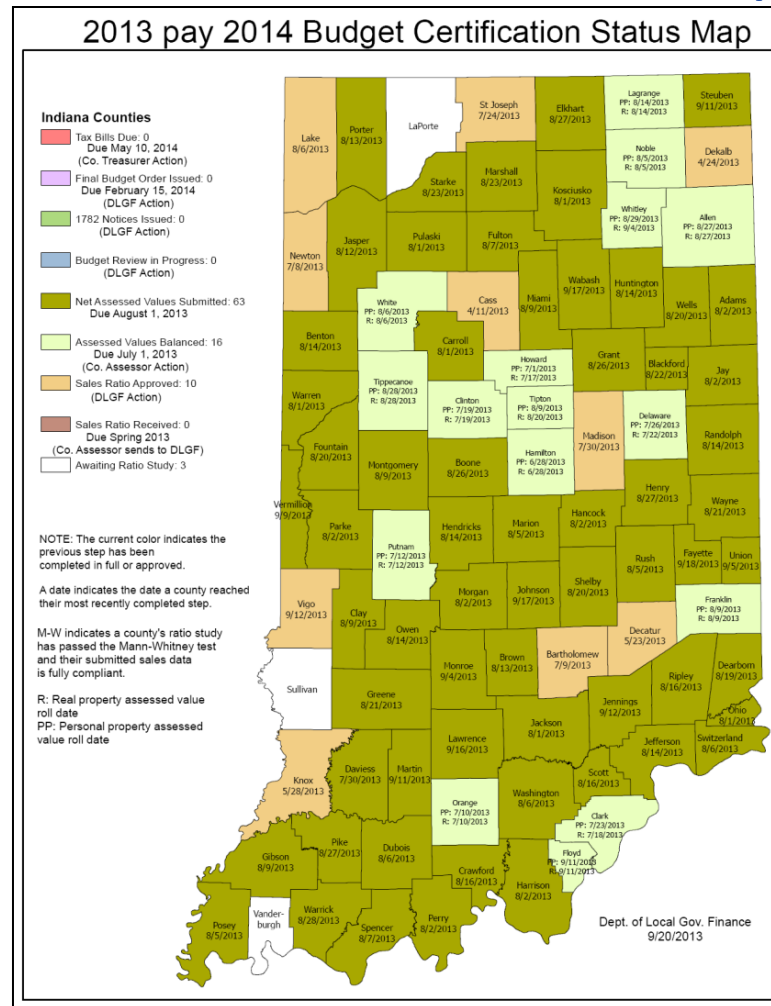
Petition and Remonstrance & Referendum Processes

Petition and Remonstrance & Referendum



DLGF Website

- Budget Certification Status Map





DLGF Website

- 1782 Status



Contact the Department

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 - “Contact Us”: www.in.gov/dlgf/2338.htm